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Dear Hiring Manager,

It is with excitement that I respond to the Magical Teams job posting for a position as Operations Specialist and Coordinator. As an experienced people manager with a penchant for organization, I bring creative adaptability, proactivity, and future-orientation to the highly impactful goal of putting people and teams in the right places.

I am thoroughly excited at the prospect of helping people and organizations "find their unicorn". There are many diverse individuals, roles, and organizations, and the prospect of enacting processes to assist in matching these individuals to appropriate roles is very appealing. While my educational background is in fine arts and business administration, my passion has always been in improving. As such, I am enthused at the prospect of applying my experience in operations, administrative, and project coordination at Magical Teams through my skills in interpersonal functioning, administrative tasks, and people management. Having approached my career with a focus on development and progress, I have:

- *Coordinated the execution* of complex tasks, efficiently aligning teams to organizational goals while promoting high morale.
- *Facilitated corporate initiatives and policy changes* by ensuring the circulation of appropriate materials and by coordinating appropriate training and change facilitation.
- *Utilized data-driven analysis and decision making* in making strategic decisions while successfully navigating differing communication styles.
- *Proactively developed tools* to improve workflows and track project progress.

I am particularly impressed by the commitment of Magical Teams to truly supporting organizations through the acquisition process. Moving into this next era of humanity brimming with open communication, opportunity, and transparency, it is highly future-oriented and human-centric to prioritize finding the unicorns, even and especially when from non-traditional backgrounds. Broadened opportunity is paramount to societal evolution, and it would be an absolute privilege to play even a small part in this advancement

Thank you for your time and consideration for Operations Specialist and Coordinator at Magical Teams. I am excited at the prospect of joining OPEN Health in this role and of contributing to solving the unique challenges of staffing. I would love the opportunity to speak further about this position and am happy to respond to any further questions.

Sincerely,
Madison Rolig
(she/her)